



SOCIAL WORKER INSTITUTIONAL

Characteristics of Work

This is social work in a medical or psychiatric setting, involving the performance of social services for inmates, clients, or patients of state hospitals, clinics, and institutions, and includes routine and standard services for patients and patients' families. Incumbents in this classification obtain data for compiling social histories; help patients in obtaining assistance from private social agencies, Veterans Administration, Social Security Administration, and other governmental sources; counsel patients on problems encountered in institutional living; and participate in discharge planning. Cases which appear to involve severe emotional complications are referred to a superior; however, selected cases may be assigned for supportive counseling, environmental manipulation, or the application of more advanced techniques under close supervision. The work is performed under general or close supervision according to the difficulty of assignments. Case records are reviewed and conferences are held with incumbents to assist them in developing social work skills. In small agencies incumbents may be responsible for the independent performance of assistance services to patients. Incumbents rotate call schedules weekly.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Assists patients in making application for benefits from state, federal, or private agencies.

Explains general medical and psychiatric recommendations to patients and families and obtains consent for surgery or other treatment.

Counsels patient and family on adjusting to routines and life at the facility.

Prepares discharge summaries.

Participates in treatment team meetings to plan for the treatment and/or discharge of patients.

Coordinates services among agencies contributing to patient's welfare.

Prepares social histories by interviewing patients and families and making other necessary contacts.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides basic social services to patients.
2. Coordinates discharge plans and aftercare arrangements.
3. Provides individual supportive counseling.

4. Assesses patients' needs and prepares treatment plans based on patients' needs.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Must be licensed to practice Bachelor's Level Social Work (LSW or above) in the State of Mississippi.

Documentation Required:

Applicant must attach a copy of his/her current wallet-size Social Worker License.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Class Specification

Occu Code: 0309

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